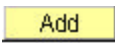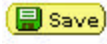# STATE OF NORTH DAKOTA
ASSET MANAGEMENT ADMINISTRATION

APPENDIX LIST
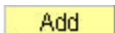
ASSET MANAGEMENT ADMINISTRATION PARENT-CHILD ASSETS

Enter Parent Asset Information		
Steps	**Directions**	**Comments**
Step 1	**Enter Parent Asset Information** **Navigation:** *Asset Management → Owned Assets → Express Add*	
Step 2	On the "Add a New Value" Page Verify **Business Unit (BU)** Keep **Asset Identification** as **(NEXT)** Click ⬚Add.	Click 🔍 to search BU (if needed). The Asset Identification number should default in as NEXT. DO NOT change or overwrite this information.
Step 3	**Cost/Asset Information Page** Enter appropriate default information. Click ⬚Default Profile.	Enter the following distribution: **Profile ID:** **Description:** **Transaction Date:** **Accounting Date:** **Cost:** **Fund Code:** **Department:**
Step 4	Click the **Asset Additional Information** group box.	
Step 5	**Asset Additional Information Group Box** Enter appropriate information. Click ⬚Save.	Enter the following distribution: **Asset Status:** In Service (default) **Acquisition Date:** mm/dd/year (default) **Acquisition Code:** Purchased (default) **Parent/Child:** Parent
Enter Child Asset Information		
Step 6	**Enter Child Asset Information** **Navigation:** *Asset Management → Owned Assets → Express Add*	

| Step 7	On the "Add a New Value" Page Verify **Business Unit (BU)** Keep **Asset Identification** as **(NEXT)** Click Add .	Click 🔍 to search BU (if needed). The Asset Identification number should default in as NEXT. DO NOT change or overwrite this information.
Step 8	**Cost/Asset Information Page** Enter appropriate default information. Click Default Profile .	Enter the following distribution: **Profile ID:** **Description:** **Transaction Date:** mm/dd/year (default) **Accounting Date:** mm/dd/year (default) **Cost:** **Fund Code:** **Department:**
Step 9	Click the **Asset Additional Information** group box.	
Step 10	**Asset Additional Information Group Box** Enter appropriate information. Click 🔍 to search Parent ID (if needed). Click 💾 Save .	Enter the following distribution: **Asset Status:** In Service (default) **Acquisition Date:** mm/dd/year (default) **Acquisition Code:** Purchased (default) **Parent/Child:** Child **Parent ID:**
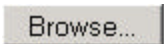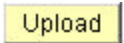
ASSET MANAGEMENT ADMINISTRATION CREATING A VIRTUAL PARENT ASSET

Enter Basic Cost/Asset Information – Express Add		
Steps	**Directions**	**Comments**
Step 1	**Enter Basic Cost/Asset Information – Express Add** **Navigation:** *Asset Management → Owned Assets → Parent-Child Processing → Parent*	
Step 2	Select the Add a New Value Page. Add a New Value Verify **Business Unit (BU)** **Asset Identification** enter value that conforms to the policies of your agency Click Add .	Click 🔍 to search BU (if needed). Asset Ids for Virtual Parents do not default.
Step 3	**Description Page** Enter the **Description** and any **Comments** you want for this Parent.	
Step 4	Attach Asset to Parent **Navigation:** *Asset Management → Owned Assets → Basic Add*	
Step 5	Select Asset to Update. Verify **Business Unit (BU)** **Asset Identification** Enter asset id of child asset. Asset can also be attached during Add.	Click 🔍 to search BU (if needed). Click 🔍 to search for Asset ID (if needed).

ASSET MANAGEMENT ADMINISTRATION
UPLOAD AN IMAGE OF AN EXISTING ASSET

Upload Image of an Existing Asset		
Steps	**Directions**	**Comments**
Step 1	**Upload Image of an Existing Asset** **Navigation:** *Asset Management → Search for an Asset*	
Step 2	**Search for an Asset Page** Enter any information you have. Click 🔍 to search Unit, Parent ID, Category, Location, Profile ID and/or Acquisition Details (if needed). Click Search . Select the checkbox next to the Asset you wish to inquire on. Select **Asset Basic Information** in the **Go To>>** field Go To >> Asset Basic Information ▼ . Click GO! . A new window will open.	
Step 3	**Asset Information Page** Click the **Locations/Comments/Attributes** Tab.	
Step 4	**Location/Comments/Attributes Page** Click the **Expand Section** Triangle on the **Image** Tab ▷ Image . Click **Add Image** icon 🔍 . Click Browse... to navigate to the image you would like to upload. Select image to upload. Click Upload . Click 💾 Save .	Enter the following distribution: **Cost:**
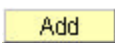
ASSET MANAGEMENT ADMINISTRATION TRACKING REPAIRS AND SERVICE

Enter Maintenance Information		
Steps	**Directions**	**Comments**
Step 1	**Maintenance Information** **Navigation:** *Asset Management → Service and Repair→ Track Service and Repairs*	
Step 2	**Asset Service/Repair Details Page** Enter any information you have. Click [Search].	Click 🔍 to search BU (if needed).
Step 3	**Event Page** Verify information.	
Step 4	Click the **Statistics Tab.**	
Step 5	**Statistics Page** Enter appropriate information.	Enter the following distribution: **Type:** **Down Hours:** **Labor Hours:** **Labor Cost:** **Material Cost:**
Step 6	Click the **Payment Tab.**	
Step 7	**Payment Page** Enter appropriate information.	
Step 8	Click the **Comment Tab.**	
Step 9	**Comment Page** Enter comments. Click 💾 Save.	

ASSET MANAGEMENT ADMINISTRATION
ADD MAINTENANCE TYPE

Enter Maintenance Type Information		
Steps	**Directions**	**Comments**
Step 1	**Maintenance Type Information** **Navigation:** *Set Up Financials/Supply Chain → Product Related→ Asset Management → Maintenance Types*	
Step 2	On the "Add a New Value" Page Enter appropriate information. Click 🔍 to search **Set ID** (if needed). Click ⬛ Add .	Enter the following distribution: **Set ID:** Business Unit **Maintenance Type:**
Step 3	Enter appropriate information. Click 💾 Save .	Enter the following distribution: **Effective Date:** mm/dd/year (default) **Status:** Active (default) **Description:** **Maintenance Service Procedure:**

Screen Shot of Define Maintenance Types Page:
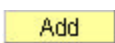
ASSET MANAGEMENT ADMINISTRATION LEASED ASSETS - CAPITAL
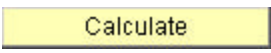
Enter Leased Asset Information - Capital		
Steps	**Directions**	**Comments**
Step 1	**Enter Leased Asset Information** **Navigation:** *Asset Management → Leased Assets → Express Add*	
Step 2	Select the Add a New Value Page. Add a New Value Verify **Business Unit (BU)** Keep **Asset Identification** as **(NEXT)** Click Add .	Click 🔍 to search BU (if needed). The Asset Identification number should default in as NEXT. DO NOT change or overwrite this information.
Step 3	**Definition Page** Enter appropriate default information.	Enter the following distribution: **Profile ID:** **Description:** **Trans Date:** mm/dd/year (default) **Acctg Date:** mm/dd/year (default) **Rate Type:** CRRNT **Lease Term:** **Estimated Life:** **Interest Rate:** **Payment Schedule ID:** General Payment Schedule **MRP:** **Interim Rent:** **Lease Payment Type:** Arrears **Lease Type:** Capital

Step 4	Click **Lease Information** group box if necessary.	
Step 5	**Lease Information Group Box** Enter appropriate information.	Enter the following distribution: **Vendor ID:** **Acceptance Date:** **Receipt Date:** **Lease End Date:**
Step 6	**Definition Page** Click [Calculate]. Verify Lease Type by clicking [Verify].	
Step 7	The **FASB Statement 13 message** appears. *Microsoft Internet Explorer* *Criteria has been met for a Capital Lease according to FASB Statement 13. (8015,12)* *Criteria has been met for a Capital Lease according to FASB Statement 13.* [OK] Click [OK].	
Step 8	Click the **Cost Tab** if necessary.	
Step 9	**Cost Page** Click the Show All Columns Icon [ ] to show all values in the **Asset Cost Information group box**. Enter appropriate information.	Enter the following distribution: **Quantity:** **Fund Code:** **Department:**
Step 10	Press [Save].	

ASSET MANAGEMENT ADMINISTRATION
LEASED ASSETS - OPERATING

Enter Leased Asset Information - Operating		
Steps	**Directions**	**Comments**
Step 1	**Enter Leased Asset Information** **Navigation:** *Asset Management → Leased Assets → Express Add*	
Step 2	Select the Add a New Value Page. **Add a New Value** Verify **Business Unit (BU)** Keep **Asset Identification** as **(NEXT)** Click **Add**.	Click 🔍 to search BU (if needed). The Asset Identification number should default in as NEXT. DO NOT change or overwrite this information.
Step 3	**Definition Page** Enter appropriate default information. **Acctg Date:** Current Date	Enter the following distribution: **Description:** **Acctg Date:** mm/dd/year (default) **Lease Term:** **Estimated Life:** **Payment Schedule ID:** General Payment Schedule **Fair Market Value:** **Minimum Rental Payment:** **Lease Payment Type:** Advance **Lease Type:** Operating
Step 4	Click **Lease Information** Group Box if necessary.	
Step 5	**Lease Information Group Box** Enter appropriate information.	Enter the following distribution: **Lease ID:** **Vendor ID:** **Vendor Contact:** **Acceptance Date:** **Lease End Date:**

Step 6	Click the **Operating Chartfields Tab** if necessary.	
Step 7	**Operating Chartfields Page** Enter appropriate information.	Enter the following distribution: **Operating Unit:** **Fund Code:** **Department:** **Category:**
Step 7	Click the **Definition Tab**.	
Step 8	**Definition Page** Click ‎ Calculate ‎.	
Step 9	Click the **Payment Schedules Tab**.	
Step 10	**Payment Schedule Page** Verify the results. Press 🖫 Save .	